

NOTICE TO BIDDERS

PROJECT BY THE INDIANA FINANCE AUTHORITY A MINORITY AND WOMEN'S BUSINESS ENTERPRISE PARTICIPATION PROGRAM

SEALED PROPOSALS FOR: **Fire Alarm Upgrades**
Indiana Government Center
402 W. Washington St.
Indianapolis, Indiana 46204

Project No.: IGC 1118-08

Sealed bids will be received by the Indiana Finance Authority, 402 West Washington Street, Room W478, Indianapolis, Indiana 46204, from certified contractors holding a valid Certificate of Qualification with the Certification Board, in accordance with I.C. 4-13.6-4, **until 1:31 PM (local time), on February 23, 2012**. All bids will be publicly opened and read aloud in the appropriate bid room. The Commission reserves the right to reject any and all bids.

Bids shall be accepted only from bidders who hold a valid Certificate of Qualification* from the State Certification Board, Division of Public Works Department of Administration according to I.C. 4-13.6 for the following classifications:

1542.01 – General Contractors / institutional
1731.01- Electrical Work in Excess of \$150,000
1731.07-Fire Alarm

For questions concerning certification, call the Executive Secretary of Certification Board, at (317) 232-3005.

A pre-bid conference and site visit are scheduled for 10:00 am (local time), on January 30, 2011 at the Indiana Government Center South, Room W478. The Designer will conduct the pre-bid conference and site visit. Attendance at the pre-bid and site visit is **mandatory** for all bidders for this project.

Bidding documents will be available January 10, 2011, at Applied Engineering, 9100 Keystone Crossing - Suite 200, Indianapolis, Indiana 46240; the office of the Designer. A deposit of \$50 for each complete set of documents will be required. There is a limit of **two (2)** complete sets per prime bidder. Upon return of documents, the deposit will be refunded if the documents are returned within thirty (30) days of bid opening. Electronic copies of the documents provided in PDF format will be available upon request (no deposit required).

The Indiana Finance Authority, in its commitment to minority business development and the mandate of the Governor's Commission of Minority Business Development (I.C. 4-13-16.5), adopts procedures for this project to assure participation of minority owned business enterprises in all appropriate phases of construction of this project. In accordance with 25 IAC 5 1-8, the respondent must submit within the proposal a Minority and Women's Business Enterprise participation plan or make an application for waiver from the contract goal. Failure to provide the minority and women's business participation plan or to make an application for waiver of the participation goal at the time of proposal submission may result in the disqualification and rejection of the proposal. Please note that IDOA reserves the right to verify all information included on minority and women's business enterprise participation plans and applications for waiver from the contract goal before making final determinations of the respondent's responsiveness.

Additionally, the plan must show that there are racial minority owned enterprises and women owned enterprises participating in the contract. The participation can be, but is not limited to, a subcontractor or second tier participation with common suppliers such as office supplies, courier services and/or janitorial services. The respondent submitting an offer must indicate the name of the racial and women owned firms that

will participate in the award, a contact name and phone number, the service to be supplied and the specific dollar amount from this contract that will be directed toward each firm.


A respondent can and must submit an application for a waiver if minority and women participation cannot be achieved. However, the respondent is expected to demonstrate a good faith effort to meet the participation goal of seven percent (7%) for minority participation and five percent (5%) for women owned business participation. A good faith effort consists of documenting the effort that was made to achieve the goal. The same information supplied on the plan must be supplied on a waiver. Respondents are encouraged to contact and work with the Minority Business and Women's Enterprise Division of the Indiana Department of Administration to design a plan to meet established goals. The Minority Business and Women's Enterprise Division's website address is as follows: www.in.gov/idoa/minority.

By submission of the proposal, the respondent thereby acknowledges and agrees to be bound by the regulatory processes involving the State of Indiana's Minority and Women's Business Enterprise Program. Questions involving the regulations governing the minority and women's business enterprise participation plan and the application for waiver from the contract goal should be directed to:

Minority Business and Women's Enterprise Division
Indiana Department of Administration
402 W. Washington St., Room W469
Indianapolis, IN 46204
(317) 233-6607

Questions concerning bidding procedures may be addressed to the Public Finance Director of the State of Indiana, 402 West Washington Street, Room W478, Indiana Government Center - South, Indianapolis, Indiana 46204, phone (317) 2326795. Questions concerning the specifications, plans or remainder of the Bid Documents must be addressed in writing to the Public Finance Director for the State of Indiana, Indiana Finance Authority, on the Request for Clarification Form (IFA-16) provided in the Bid Documents. The Request for Clarification Form must be received at the Commission's offices no later than 1:30 PM (local time), on February 14, 2012.

All out-of-state corporations must have a certificate of authority to do business in the State, I.C. Title 23. Application forms may be obtained by contacting the Secretary of State at (317) 232-6576 or at the following website address: www.in.gov/sos/business/


Brian Renner, Deputy Commissioner
IDOA/IFA